



TEXAS DEPARTMENT OF PUBLIC SAFETY
CRIME LABORATORY

**Non-Reported Sexual Assault Evidence
Laboratory Submission Form**

LAB-205 Rev.00 (04/2019) p.1 Issued by: QAC

****PLEASE TYPE INFORMATION****

Submitting Information

Name _____
Title _____
Facility _____
Mailing Address _____
City, State, Zip _____
Phone _____
Fax _____

Assault Information

Date of Assault _____
County of Assault _____
Survivor Unique Identifier _____
Sex _____ Date of Birth _____

Evidence Information

Collection Date _____

Collection Time _____

Evidence Items Collected:

- ☐ Sexual Assault Evidence Collection Kit (may NOT contain blood or urine samples)
☐ Survivor Reference Buccal Swab (may be contained within the sexual assault evidence collection kit)
☐ Survivor Clothing

List clothing items collected: _____

Instructions for Submission

- ☐ Package all collected evidence items into a single properly sealed evidence box.
☐ Complete this form and the Non-Reported Sexual Assault Evidence List of Services Provided Form (LAB-209).
☐ Ensure the survivor's unique identifier is clearly marked on all evidence packages, forms, and submitted invoices and supporting documentation.
☐ Seal forms (LAB-205, LAB-209) in an envelope and attach to the exterior of the evidence box.
☐ Ship the sealed evidence box to:

Texas DPS Bio-Warehouse
12230 West Road, Building C
Houston, Texas 77065

- ☐ Mail all invoices and supporting documentation to:

Texas Department of Public Safety
Accounts Payable
PO Box 4087 MSC 130
Austin, Texas 78773-0001

Alternatively, invoices and supporting documentation may be emailed to apinvoices@dps.texas.gov.

DPS Laboratory Use Only

DPS Laboratory Case # / Date Evidence Received

Submission Method ☐ In Person ☐ Drop Box ☐ Mail/Certified
☐ Other _____

Printed Name _____ Agency _____

Signature _____ Date _____

PLEASE REVIEW ALL INFORMATION FOR ACCURACY PRIOR TO SUBMISSION

This form is a proposed contract for services in accordance with Texas Department of Public Safety Crime Laboratory Service policies. Applicable policies are communicated in the Crime Laboratory Service Manual and the excerpted Laboratory Customer Handbook available on the DPS website (<http://www.dps.texas.gov/CrimeLaboratory/Pubs.htm>). By completing and submitting this form, the submitting customer releases the listed items to the Laboratory and acknowledges that the items are subject to Laboratory protocols, deviations, and procedures.